POSITION DESCRIPTION

Position Title: Practice Nurse (Registered Nurse)

Work Level: Operational

Reports to: Senior Practice Nurse

Supervises: Nil

Position Overview

The Practice Nurse delivers high-quality, compassionate primary healthcare services to the LGBTQ+ community. Working alongside the Senior Practice Nurse, Kaleido's General Practitioners (GPs) and broader multidisciplinary team, the position supports the delivery of comprehensive, person-centred care that meets the diverse health needs of LGBTQ+ individuals.

The role has a particular focus on developing, coordinating and supporting patient care plans in collaboration with GPs, delivering a range of nursing services, and promoting preventative health and early intervention. The Practice Nurse will also contribute to improving patient access and engagement with nursing services, supporting the growth, utilisation and ongoing development of Kaleido's clinical services.

This includes but is not limited to, chronic disease management, preventative health, sexual health, gender-affirming care, mental health support, drug health, cancer screening and support, and child & family health.

The position is initially offered on a 3-month, part-time basis (3 days per week), with the potential to transition to an ongoing part-time or full-time arrangement, subject to service requirements and organisational needs.

Main Activities

This Position is Responsible for:

<u>Clinical Care and Expertise</u>

- Provide high-quality nursing care to clients, ensuring a client-centred approach that respects diversity and individual needs.
- Conduct health assessments, screening, and follow-up care for various health concerns, with a broad focus on sexual health, gender-affirming care, mental health, drug health, cancer screening and support, and child & family health.
- Develop and implement individualised care plans in collaboration with clients and healthcare team members. Coordinate, monitor and review care plans in partnership with Kaleido's GPs and the Senior Practice Nurse, supporting continuity of care and appropriate follow-up.

- Support GP-led chronic disease management and preventative health programs, including patient education, monitoring and follow-up.
- Support Kaleido's vaccination services, including:
    - Administering vaccinations
    - Assisting doctors in preparing and delivering immunisations.
    - Record vaccine batch numbers and expiry dates in client medical records.
    - Ensure all immunisations are uploaded to the Australian Immunisation Register.
    - Cold chain management in accordance with the National Vaccine Storage guidelines. (Please refer to Cold chain management policy & procedure)
- Perform wound care and support GPs in managing client wounds.
- Assist with minor procedures as required, including preparation of required medical supplies and equipment for procedures such as inserting and removing IUDs and excision skin lesions.
- Educate clients and engage in health promotion, disease prevention, and the management of chronic conditions.
- Work in collaboration with GPs to provide gender-affirming care in alignment with client goals and best practice guidelines.
- Support clients presenting with mental health needs, including providing brief interventions within the nursing scope of practice and connecting clients to Kaledio's mental health team.
- Work in collaboration with clinical partners to provide drug health services, which may include ambulatory withdrawal services and stimulant treatment programs.
- Working in collaboration with clinical partners to provide targeted cancer screening and support services.
- Triaging clients for urgent appointments or transferring acute care services.
- Provide basic life support, first aid, and urgent care to clients presenting with medical emergencies,
- Perform diagnostic procedures, such as ECGs, hearing tests, peak flow, spirometry and mood and memory assessment.
- Support the implementation and monitoring of Kaleido's infection prevention and control policies and procedures.
- If occasionally required, deliver outreach services such as home assessments for the elderly or offsite immunisations.

<u>Administration & Logistics</u>

- Maintain accurate client records and ensure compliance with relevant legislation and best practices
- Order government-funded and private vaccines as required to meet Kaleido's needs.
- Order medical supplies and ensure that expiry dates are visible, and stock is appropriately rotated and within the expiry date.
- Order and maintain appropriate logs of drugs held onsite, including regular stock takes, to ensure stock is within the expiry date and fully accounted for.

- Coordinate client recall and reminder procedures for the health centre. Follow up patients requiring care plan reviews, preventative health interventions, screening and other nursing services.
- Organising clinical rooms and health centre equipment.
- Manage the sterilisation process as per the infection control policy.
- Monitor and maintain clinical equipment.
- Support colleagues with other administration and logistic tasks as required to support clinical care delivery.
- Contribute to maintaining a clean and well-ordered treatment room.
- Maintain accurate and timely documentation relating to patient care plans, nursing consultations, Medicare-funded services and clinical follow-up.
- Support the effective use of available nursing appointments and identify opportunities to improve patient engagement and utilisation of nursing services.

Communication

- Use best practice guidelines for written and verbal communication that respects individuals' sexuality, gender identity, preferred terms to describe body parts, relationships and chosen family, and other demographic and social indicators.
- Learn and use the correct pronouns for all stakeholders, including clients, staff, and visitors.
- Use structured clinical communication techniques, such as ISBAR, when discussing the clinical care of clients with other healthcare professionals.
- Maintain accurate client medical records and documentation in compliance with regulations.
- Respond to messages and requests impacting client care in a prompt and professional manner.
- Use age-appropriate, inclusive, accessible, and client-centred language to explain clinical procedures and provide health education to clients.
- Communicate and escalate clinical concerns appropriately, working closely with the Senior Practice Nurse and GPs to ensure continuity and safety of care.

Compliance

- Maintain current AHPRA registration.
- Maintain current medical indemnity insurance.
- Practice in accordance with the nursing code of ethics and consistently maintain a high level of clinical competence.
- Only work within your professional and individual scope of practice.
- Actively contribute to achieving and maintaining accreditation of the health centre under the RACGP accreditation standards.
- Stay updated on legislation to ensure compliance with all statutory and regulatory obligations, including infection control, sterilisation, hazardous materials, safe handling and disposal of medical waste, records management, and workplace health and safety.

- Ensure relevant personnel are informed of regulatory changes impacting care delivery and change systems and procedures as required. Communicate relevant changes to the Senior Practice Nurse and appropriate clinical staff.
- Participate in ongoing professional development and training to stay current with advancements in LGBTQ+ health care.
- Adhere to the Privacy Act requirements.
- Maintain client confidentiality.
- Maintain any required dress standards (e.g. wearing a name badge and/or uniform, if required).
- Act in the interest of clients and Kaleido and help maintain a high level of positive community relations.

Teamwork

- Participate in quality improvement initiatives to enhance client safety and care standards.
- Provide reasonable assistance and support to other clinical staff and clerical staff.
- Liaise with external and in-reach clinical stakeholders to coordinate the care of clients with complex care needs.
- Provide general clinical care and care coordination support to health centre staff and GPs.
- Collaborate with external healthcare providers to ensure comprehensive client care.
- Contribute to an inclusive environment that is conducive to effective communication and positive working relationships.
- Understand the roles and functions of other team members.
- Attend team meetings as required, keeping records and distributing to staff as required.
- Attend recommended team training and education courses as required.
- Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships.
- Actively participate in, and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
- Working as a member of the team, always communicating openly, honestly, and clearly, and demonstrating respect for self and others.
- Assist with the education and support of students and other staff where appropriate.
- Work collaboratively with the Senior Practice Nurse and GPs to identify opportunities to improve nursing service delivery, patient access and care coordination.
- Support patient engagement and appropriate utilisation of nursing services, including care planning, preventative health and follow-up appointments.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Work Health & Safety

- Consistently be aware of and comply with WHS requirements.
- Record incidents, near-misses, and hazards in accordance with Kaleido's policies.
- In collaboration with Principal GP, support for First Aid response during emergency

Selection Criteria

Essential

1. A strong commitment to achieving excellence in integrated, person-centred, LGBTQ+ inclusive and affirming health care and a demonstrated understanding of the leading social, cultural, and structural factors impacting the health and well-being of the LGBTQ+ community in Australia
2. Tertiary qualification/s in Nursing, unrestricted registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA), current Basic Life Support (BLS) or CPR certifications, current professional indemnity cover, and evidence of up-to-date mandatory vaccinations.
3. Current accreditation as a Nurse Immuniser or a willingness to obtain accreditation and familiarity with Australian guidelines for vaccination programs and health screenings in a general practice context
4. Proven experience or strong understanding of nursing within general practice or primary healthcare settings, delivering high-quality, personalised care. Committed to LGBTQ+ inclusive health promotion and possess well-developed clinical skills in assessing and managing common medical conditions.
5. Excellent verbal and written communication skills.
6. strong organisational skills with the ability to prioritise client care, manage appointments, and meet deadlines.
7. Demonstrated ability to work collaboratively within a multidisciplinary team, fostering open communication and positive relationships to achieve shared goals.
8. Demonstrated ability to work collaboratively with other nursing and clinical colleagues, seeking guidance and support when required.
9. An understanding of patient care planning, chronic disease management, preventative health and the importance of patient follow-up and continuity of care.
10. Demonstrated ability to manage competing priorities, maintain accurate clinical documentation and support effective patient engagement.

Desirable

1. Lived experience as a member of the LGBTQ+ Community.

2. Postgraduate qualifications or certifications relevant to nursing in primary care settings, such as chronic disease management, cardiovascular nursing, women's health, diabetes education or cannulation.
3. Experience and clinical skills in providing sexual health services, mental health services, and gender affirming healthcare, and assisting in minor surgical procedures such as skin excisions.
4. Awareness and experience in delivering care to a diverse patient population with intersecting identities, including LGBTQ+ Aboriginal and Torres Strait Islander people and LGBTQ+ people from culturally and linguistically diverse backgrounds.
5. Training or experience in Medicare billing.
6. Experience using Best Practice and electronic health record.
7. Member of the Australian Practice Nurses Association (APNA).
8. Experience in developing, coordinating or supporting GP-led care plans and Medicare-funded primary healthcare services.

Additional Information

The Practice Nurse is expected to achieve and maintain the level of professional competency outlined in the current Registered Nurse Standards for Practice published by the Nursing and Midwifery Board of Australia (NMBA) ***National Competency Standards for the Registered Nurse***

The Practice Nurse must demonstrate a commitment to ongoing professional development, including completion of all mandatory internal training and achieving and maintaining certifications required to undertake the duties outlined in this position description.

The Practice Nurse works alongside the Senior Practice Nurse as part of Kaleido's nursing team, with access to clinical guidance, collaboration and support as required.

Acknowledgement

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand this position description may be further reviewed at a future date.

Employee Name and Signature **Date**